SCEIS eLearning Center (eLC)

Student Reference Card

LOG ON TO THE LEARNING CENTER

1. Open your Web browser and go to

   http://www.sceis.sc.gov

*In the upper right corner under **Training**, click **GeoLearning**.*

TIP: To make the process more efficient the next time you log on, add the SCEIS URL to your browser's favorites list.

2. Type your **Login ID** and **Password** (which you received from your **Agency Training Coordinator**).
3. Click the **Log On** button.

NOTE: If you forget your password, click the **"I forgot my password"** link, type your username, click the Send Password button, and a new password will be generated and sent to you via e-mail.

CHANGE YOUR PASSWORD

1. From the **Administration** tab, click **My Information**.
2. In the **Password** text box, replace your old password with your new one (note the password requirements).
3. In the **Confirm** text box, replace your old password with your new one.
4. Scroll to the bottom of the page and click the **Save** button.

NOTE: Use the **My Information** page to verify/update your contact information. Report incorrect information to training@sceis.sc.gov

SEARCH FOR A COURSE

There are three types of searches available: basic, advanced and browse catalog. To search the **Catalog**, you must first click the **Course Catalog** tab, and then select **Catalog**.

BASIC SEARCH

1. In the search text box, type a keyword.
2. Click the **Search** button.
3. Click the **Course Title;** view **Class Details**.

ADVANCED SEARCH

The Advanced Search feature allows you to filter results by Online or Instructor-led training, specific locations, specific instructors or within specific dates

1. From the Basic search window, click the **Advanced Search** link.
2. Select the desired search criteria.
3. Click the **Search** button.
4. Click the **Course Title;** view **Class Details**..

BROWSE CATALOG

1. From the basic or advanced search window, click the **Browse Catalog** link.
2. Click a Category.
3. Click Sub-Categories until you reach the course for which you want to register.
4. Click the **Course Title**; view **Class Details**.

SELF-REGISTER FOR A COURSE

1. From your search results above, view **Class Details,** find the date that's best for you, then click **Preview Schedule**. Your schedule will appear and include the new class. Click **Register**.

NOTE: GeoLearning will automatically email you registration confirmation.
NOTE: Courses are Instructor-led (ILT).

VIEW YOUR CLASS SCHEDULE, TAKE CLASS SURVEY, PRINT COMPLETION CERTIFICATES

1. Select the **My Courses** tab, and then select **Instructor-led Courses** to view your schedule, to access the class survey, and to print your class completion certificate.

ONLINE COURSES AND LEARNING PLANS

SCEIS will pilot a few online courses and learning plans during the summer of 2008. You may be selected to participate. If you are selected, from the **My Courses** tab you will click **Online Courses** or **LP,** and proceed.

VIEW / PRINT YOUR TRANSCRIPT

1. From the **My Courses** tab, select **Student Transcript**.
2. Click the **View Report** button to see a complete transcript of all courses, or use the filter fields to specify dates, completion status or course types.

ONLINE RESOURCES

Online Resources is an area of the eLC where training materials and job aids may be found. Click the **Library tab**, and then select **Online Resources**. Contents will be added to this area as these resources become available.

ACCESS HELP DOCUMENTATION

There are two ways in the eLC to access Help. Clicking on the **?** icon in the upper right corner of the screen will access help specific to the current page. Clicking on the Help Desk tab and then selecting Help Document will allow you to search for and print any help topic.

To access **SAP Help Information**, select **Help** then **SCEIS Help** in SAP while viewing a transaction, or go to **http://uperform.sc.gov**

Need Further Assistance?
Refer to the **Online Help**, call the **24-hr Help Desk** at 1-866-692-8625 **or email**
training@sceis.sc.gov